

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Fleet Maintenance Technician I

Reports To: Fleet Maintenance Supervisor

Supervises: Non-Supervisory Position

FLSA Code: Non-Exempt

Status: Full-time

Safety Sensitive: Yes

Primary Function

The primary function of the Fleet Maintenance Technician I is to perform preventative maintenance and minor repairs of all apparatus and equipment assigned.

Principle Duties and Responsibilities

- Performs diagnostics test procedures and repairs on all apparatus and equipment assigned within certified field(s).
- Performs diagnostic tests procedures on electrical and mechanical malfunctions by utilizing electronic test equipment.
- Performs light automotive/truck maintenance.
- Diagnoses and repairs problems on fire pumps.
- Installs and maintains a variety of control mechanisms.
- Services, maintains and repairs all tools, equipment, appliances, breathing apparatus, etc. normally carried on fire apparatus.
- Maintains complete and accurate records of all apparatus and equipment, showing in detail all work done to the particular vehicle or piece of equipment.
- Picks up and delivers parts or equipment as needed.
- Cleans shop bay and break area.
- Performs other duties as assigned.

Knowledge and Abilities

The following list is example of the minimum knowledge expectation for the position of Fleet Maintenance Technician I.

- Knowledge of methods, materials, tools, practices, techniques and procedures involved in maintenance and repairs.
- Knowledge of mechanical principles related to the functioning of various types of equipment and engines including both gasoline and diesel.
- Ability to read manuals, schematics and other printed material and use that information to accomplish needed repairs.
- Ability to diagnose and repair mechanical equipment.
- Knowledge of the hazards and safety precautions of the trade.
- Skills and knowledge in operating a Personal Computer (PC).
- Skill in the use and care of tools employed in all phases of repair and maintenance.
- Ability to understand and follow oral and written instructions and maintain records using the English Language.
- Ability to communicate and work effectively with others using the English Language.
- Ability to perform the physical requirements of the class.

Minimum Qualifications

- High school diploma or GED equivalent.
- Eighteen (18) years of age or older.

- Possess and maintain a valid Arizona Driver License (Class D) with good driving record.
- One (1) year work experience in heavy truck field.
- Must have basic tools.
- Must possess at least two (2) ASE certifications.

NOTE: As a condition of employment, if not held at the time of employment:

- 1) Must be able to obtain and maintain additional ASE Heavy Truck, ASE Automotive, EVT Fire Apparatus Level I, and Ambulance Technician Level I Certifications as listed on the “*GRFD Fleet Maintenance Technician I Certification Requirements*” form within of the stated time frames.
- 2) Must obtain and maintain a valid Commercial Driver’s License (CDL) - Class-B CDL with tanker and air brake endorsements within one (1) year of appointment to the position.

Preferred Qualifications

- ASE Medium/Heavy Truck Technician certification T-4 and T-5.
- ASE Automotive Technician certification A-4 and A-5.
- EVT Fire Apparatus Technician Level I or Ambulance Technician Level-I or higher certification.
- Work experience as a mechanic with fire apparatus
- Class B CDL (*with tanker and air brake endorsements*)

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Physical Requirements/Working Conditions

Job Title: Fleet Maintenance Technician I

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers		X		
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit		X		
Stand	Stand				X
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist			X	
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward			X	
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols	X			
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations		X		
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5 hrs/day)	Constantly (activity or conditions exist 5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather		X		
	Activities occur inside and outside				X
	Subject to extreme cold (typically below 32°)		X		
	Subject to extreme heat (typically above 100°)			X	
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level			X	
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current			X	
	Working on scaffolding and high places		X		
	Exposure to chemicals			X	
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids			X	
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients	X			

- ☐ **SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- ☐ **LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- ☐ **MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☒ **VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 03/24/2004
Last Revision: 08/04/2016